

## **Editing or Creating a SNL Standard Specification**

**Note:** Any Sandia Standard Construction Specification which is edited for a particular project, or any new specification which is written for a particular project and does not have an existing Sandia counterpart, is considered to be a “Special Construction Specification” and valid only for the project in question. If it becomes apparent that a Special Specification should apply across the SNL campus, the Standards Chair should be notified. Suggested further editing to make the proposed standard generic for the campus, along with the justification and reasoning behind the proposed specification’s provisions, also should be provided to the Standards Chair, who will facilitate the discipline review and quality assurance process. A proposed new standard specification will remain a Construction Special Specification until approved, in its final form, by the Standards Committee as Construction Standard Specification.

### **Process for editing a SNL Standard Construction Specification:**

1. Contact the Systems Engineer for the discipline covered by the Specification and the project, and explain your proposal to modify a standard specification.
2. The Systems Engineer will review the proposed changes with the Standards Chair, who will either approve or disapprove the changes.
3. If approved, the Standards Chair will advise the designer of the proposed special specification’s new section number and direct download of the standard specification from the SNL external web site.
4. The designer will edit the section number as directed, and change the title “Construction Standard Specification” to “Construction Special Specification.”
5. The designer will prepare a summary of the changes made to the specification and include it as part of the special specification.

### **Process for Creating a new Special Construction Specification:**

1. Approval process for the new Specification is similar to that for editing an existing Specification.
2. Identify that a special specification is needed, according to the instructions in the Facilities Design Manual, or because a Construction Standard Specification is not available.
3. Download the Specifications Template from the SNL external web site.
4. The designer will add the section number provided by the Standards Chair, and change “Construction Standard Specification” to “Construction Special Specification.”

### **Process for Modifying a Sandia Master Specification:**

Sandia uses a Master Specification format for some of its specifications. This format provides a narrative text within the document to allow the A/E to make critical design selections within the context of the assigned project. (Currently, Sandia Master Specifications are available only in Division 8.) The process is:

1. Identify that a special specification is needed and a Sandia/NM Master Specification is available.
2. Edit the Master Specification specific to the project requirements per the instructions provided on the Master Specification.
3. Add the section number provided by the Standards Chair and change “Construction Master Specification” to “Construction Special Specification.”

**Process for Documenting Variances from the Standards**

As noted above, Sandia has a process for allowing changes to the standards when it is expected to be advantageous to Sandia. In addition to the documentation noted in Section 2.5 of the Design Manual, Sandia requires documentation of the deviations from the standards so that they may be referenced in the future. To meet this requirement, the designer shall prepare a list of variances for each project. This list must be submitted at the end of the project along with the as-builts. The list of variances will be made into an attachment to the Internal Lease Agreement (ILA) for that particular building. For an example, see attachment 2.G, Variances from Engineering Standards Program Requirements.